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Student Services Handbook

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Telephone Numbers

When you call a campus telephone number from off campus, dial the University prefix, 996, and then dial the four digits of the extension. For on-campus calls, dial the four-digit extension only.

Mailing Address

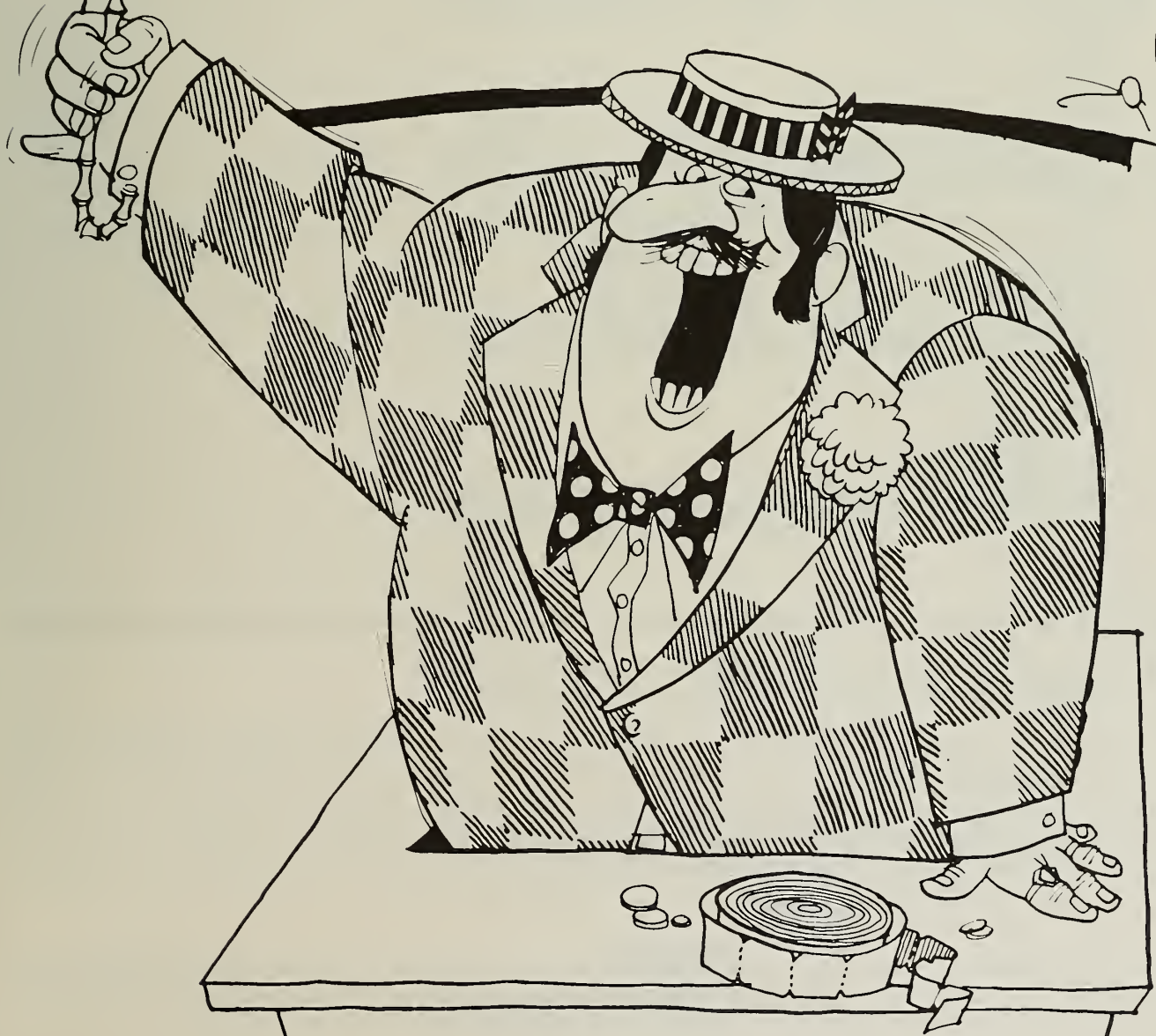
University of Illinois at Chicago Circle, Box 4348, Chicago, Illinois 60680, (312) 996-3000.



University of Illinois at Chicago Circle

Student Services Handbook

1978-80



Building Abbreviations

AH	Addams Hall
A&A	Architecture and Art Building
BSB	Behavioral Sciences Building
BH	Burnham Hall
CCC	Chicago Circle Center
DH	Douglas Hall
ECB	Education and Communications Building
GH	Grant Hall
JAH	Jane Addams Hull-House
JH	Jefferson Hall
LC	Lecture Center
LIB	Library
LH	Lincoln Hall
MC	Medical Center
HH	Patrick Henry Hall
PEB	Physical Education Building
RRB	Roosevelt Road Building
SEL	Science and Engineering Laboratories
SEO	Science and Engineering Offices
SES	Science and Engineering South
SB	Services Building
SH	Stevenson Hall
TH	Taft Hall
UH	University Hall
UTB	Utilities Building

The policy of the University of Illinois is to comply fully with applicable federal and state non-discrimination and equal opportunity laws, orders, and regulations. The University of Illinois will not discriminate in its programs and activities against any person because of race, color, national origin, ancestry, religion, age, sex, handicap, or status as disabled veteran or veteran of the Vietnam era. This nondiscrimination policy applies to admissions, access to, treatment, and employment in the University programs and activities.

Vice President Ronald W. Brady has been designated as the University equal opportunity officer for the University of Illinois. For additional information on the equal opportunity and affirmative action policies of the University, please consult Nan McGehee, Associate Chancellor.

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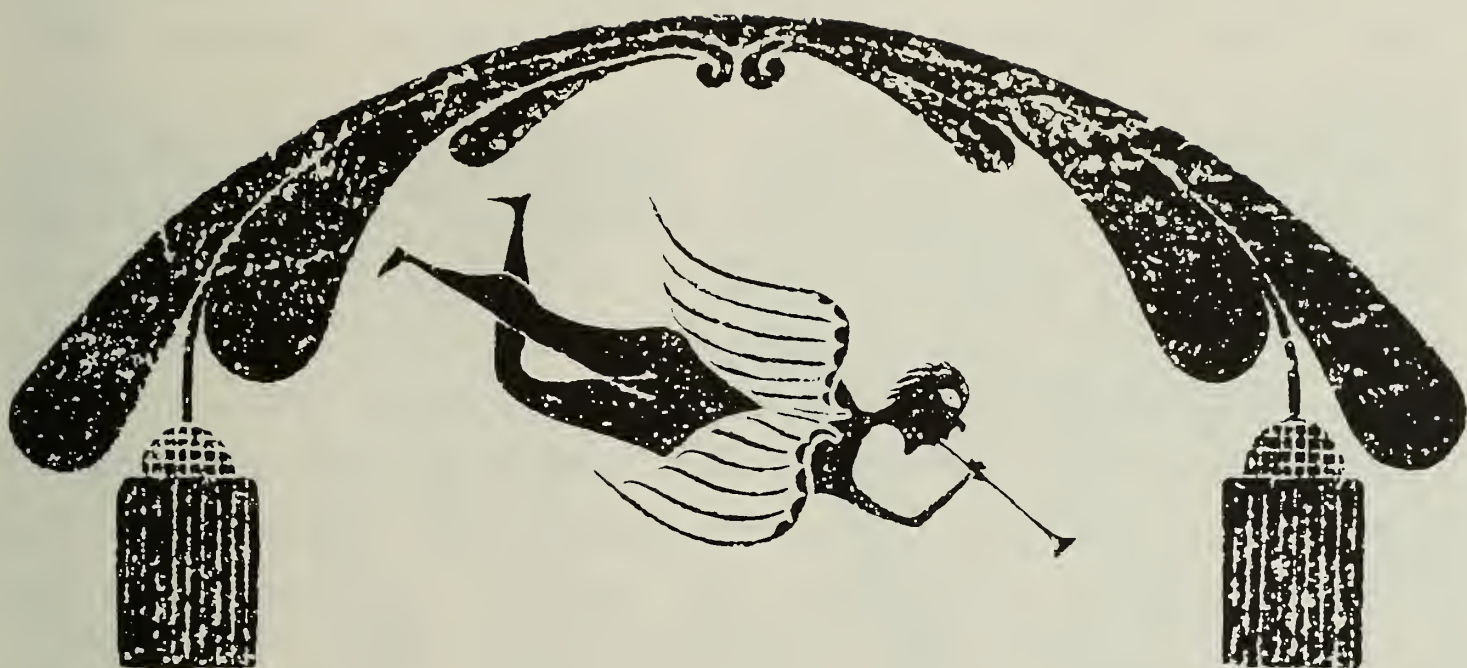
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Introduction

Your Student Services Handbook is intended to help you know the services and facilities Chicago Circle has for you. It will also acquaint you with University policies and regulations.

The “Services Directory” at the back will serve as a quick reference to the person or office to ask about a variety of subjects. If you don’t find what you need, call one of the deans in the Office of Student Affairs, 996-3100.

Other information sources you should know about are the catalogs, the Timetables, and the UICC Journal. UICC’s primary sources of academic information are Undergraduate Study and Graduate Study, the catalogs, published every academic year. Schedule and registration information appears each term in the Timetable. The UICC Journal, a journal of record, is published on Wednesdays during the academic year for faculty, staff, and students to give necessary information, much of it official, about the academic and administrative functioning of the campus. Students are responsible for keeping themselves informed on published official information pertaining to them.

Finally, the University provides information through two other media: (1) the TV screens in UH, SEO, CCC, LIB, the lobby of LCA, ECB, BSB, and A&A; (2) the Communicator, a 24-hour phone information service. Call the Communicator at 996-5500 to check on campus events or in bad weather to find out whether the University is closed.

Activities



Intercollegiate Athletics

UICC offers competition in nine intercollegiate sports, supported completely by student fees: soccer, cross country, basketball, swimming, gymnastics, track, water polo, baseball, and ice hockey. UICC is a member of the National Collegiate Athletic Association, and a full schedule is offered for women in five sports: volleyball, basketball, gymnastics, softball, and track and field. You will be admitted free to all home games upon presentation of your photo-ID card.

Intramural Sports and Recreation

The intramural program provides formal structured competition in twelve activities, including basketball, bowling, handball, racquetball, and volleyball.

The University recreation program gives you the opportunity for informal participation in a variety of activities. You may reserve space and equipment for recreational activities for student, staff, and faculty groups of six or more persons.

The sport club program currently schedules competition and/or recreational activity in sailing, bowling, squash racquets, fencing, and handball. The Circle Dancers perform in exhibitions, demonstrations, and other events. The synchronized swim club, Aquiana, participates in exhibitions and competitive meets.

Student Organizations (subject to change)

Academic and Preprofessional

ACM (Association of Computing Machinery)
Alpha Kappa Psi (business fraternity)
Alpha Lambda Epsilon (accounting)
American Chemical Society
American Institute of Chemical Engineers
American Institute of Industrial Engineers
Association of Minority Engineers
Biology Graduate Student Association
Chemistry Graduate Student Association
Circle Health Careers
Illinois Student Council for Exceptional Children
Management Club
Marketing Club, Circle
Mathematics Graduate Student Association
Music Educators National Conference
Organization of Students for Health, Physical Education,
and Recreation
Premedical, Predental Club
Preveterinary Medicine Club
Social Service Workers Alliance
Society of Automotive Engineers
Society of Women Engineers
Student Education Association

Athletics and Sports

Chicago Disc Association
Karate Club, J.K.A.
Racquetball Club
Sailing Illini
Skiing Illini

Universidad F.C. (soccer)
Wing Chun Do Club (formerly Martial Arts)

Councils, Governing Groups, and Advisory Boards

Inter-Fraternity Council
James Scholar Advisory Board
Organization of Student Senators
Student Government

Ethnic and Language Groups

All-African Students Union
Arabic Communication Association
Arabic Language and Culture Club
Assyrian Student Association
Bailes Latinos
Black Student Organization for Communication
Chinese Cultural Association
Chinese Student Association
Eritrean Peoples Support Committee
Hellenic Club
Indian Student Organization
Iranian Student Organization
Iranian Students Association
Israeli Student Organization
Italian Club, Circle
Korean Circle
Muslim Students Organization
Organization of Arab Students
Organization of International Students
Organization of Nigerian Students
Pakistan Students Association
Philippine Narra Society
Polish-American Students Association
Union for Mexicanos, Chicanos Students
Union for Puerto Rican Students

Honorary Groups

Alpha Lambda Delta
Beta Gamma Sigma
Phi Eta Sigma

Literary Groups

The Brown Society
Circle Yearbook
Inspirational Writers Workshop
Syncline

Military Groups

Reconnaissance Commando (Recondo Co.)

Performing Arts

Chicago Circle Players
UICC Concert Band
UICC Concert Choir

Political and Social Issue Groups

African Liberation Support Committee
Associated Movements for Israel
Black Feminist Organization
Circle Independent Radical Group

Circle Support Committee for the United Farm Workers
 International League
 Labor-Education League
 Revolutionary Literature Club
 Revolutionary Student Brigade
 Spartacist Club
 Spartacus Youth League
 Student Coalition against Racism
 Students for Palestine
 Trotskyists League
 United States Committee for Justice to Latin American Prisoners
 Women's Liberation Union, Circle
 Young Socialist Alliance
 Young Socialist Discussion Club

Religious Groups

Agape Fellowship
 Baha'i Club
 Campus Crusade for Christ
 Christian Bible Study
 Christians
 Hillel
 Newman
 TWIG: Christian Fellowship

Service Groups

Campus Service Organization
 Circle K International
 CLAS (Confederation of Latin American Students)
 Freshmen Weekend Committee
 Friends of In-Touch
 Friends of the Blood Bank
 Record Co-op, Circle
 Student-to-Student Tutoring Organization
 University Service Association

Social Groups

Fraternities

Alpha Phi Alpha
 Kappa Alpha Psi
 Phi Beta Sigma
 Sigma Alpha Mu
 Tau Alpha Rho
 Tau Kappa Epsilon

Fratorities

Chi Delta Phi
 Pi Alpha Tau

Sororities

Gamma Gamma Gamma
 Sigma Phi Alpha
 Zeta Phi Beta

Other

Alpha Kappa Psi Little Sisters
 Archonians
 Crescent Club of Phi Beta Sigma
 The Family
 Scenes
 Sigma Alpha Mu Little Sisters

Special Interest Groups

Amateur Radio Club
 Architecture, Art, and Urban Sciences Student Organization
 Black Feminist Organization
 Chess Club
 Chimera Club
 Circle Guard Drill Team
 Circle Shots Rifle Team
 Crazy Steve Productions
 Eckankar
 Fantasy Gaming Club
 Fusion Energy Foundation
 Geology Club
 High Flight
 H.P. Users Association
 Justice for Julia Lesage
 Midwest Tai Chi
 Organization of Creative Performing Arts
 Parents' Co-op
 Photography Club
 Science Fiction Society
 Shinsundo
 Skokie Car Pool
 Solar Energy Society
 Sphinx Club
 Student Association Study Group
 Traveling Illini
 Transcendental Meditation
 Veterans Club
 Vietnam Veterans against the War
 Women Interested in the Salvation of Humanity
 Women's Liberation Union, Circle
 WUIC Electronic Media Company

Student Activities Funding Committee

The Student Activities Funding Committee (SAFC) consists of twelve student members, six faculty members, and two ex officio administrative staff members. It is advisory to the Chancellor and is responsible for recommending allocations of funds to student organizations for operating expenses and for such programs as motion pictures, lectures, or musical performances. Every program must be open to all UICC students, faculty, and staff.

Program proposals may be submitted by any student, faculty member, or staff member to the SAFC for consideration for funding. For information on the SAFC general guidelines and restrictions on funding, the procedures for submitting proposals for funding, the SAFC meeting schedule, and the SAFC membership opportunities, visit or call the Office of Organizations and Activities, 712 CCC, 996-4500.



Facilities and Services

Auxiliary Services

The Chicago Circle Center, campus tours and information services, campus facilities reservations, child care, the Communicator, housing assistance, Jane Addams Hull-House, lockers, parking, photo-ID cards, public functions, the travel agency, and other operations are administered by the director of auxiliary services. The administrative offices are located in 704 CCC. The following services are offered to the University community; for hours, call 996-5058.

Campus Tours and Information Services arranges campus tours and provides on-campus information service. You can arrange a sixty-minute tour, conducted by trained volunteer student tour guides, for individuals or groups of any number by calling the Campus Tours and Information Services office, 996-8686. Advance notice is appreciated; tours are available throughout the year.

Information service, available by telephoning 996-8686, provides general information and assistance for the campus community and visitors on questions concerning campus services, events, and building or staff locations. Campus maps and literature are also available through this office.

Center/Facilities Reservations processes requests for use of all University facilities other than those in Chicago Circle Center. This office is specifically responsible for (1) scheduling functions to be held on University premises, including outside facilities, such as the Forum and exedrae; (2) scheduling meetings of student, faculty, and staff organizations; (3) scheduling and coordinating arrangements for off-campus groups.

Circle Children's Center, a full-time child-care facility, is available to children of UICC students, faculty, and staff. Children must be between the ages of 3 and 6 and toilet trained. Rates are on a sliding scale, based on family income. Call 996-8663/8664 for additional information and application forms.

Call the **Communicator**, 996-5500, at any hour for announcements of events, holiday schedules, emergency bulletins, and other important information. To place an announcement, call 996-5055.

Housing. The University of Illinois at Chicago Circle was established to serve the needs of students who can commute to the campus. It is assumed that most students live at home with their families or, if minors, in accommodations of which their parents would approve. Many facilities in the Chicago area offer activities and supervision similar to those of a residence hall. Whether you live in such facilities is a matter of personal responsibility and/or of agreement between you and your parents.

Auxiliary Services assists faculty, staff, and students in finding housing by maintaining a file of available rooms and apartments for rent and houses for rent or sale. This listing service is available in 704 CCC, 996-5055. Landlords are responsible only for a pledge of nondiscrimination on the grounds of race, religion, or national origin. A listing is removed when there is evidence that the pledge has been violated. However, the University does not inspect the premises or verify the accuracy of the statements made by the owners at the time of the referral.

Housing listings and roommates-wanted notices are posted by Auxiliary Services on the bulletin board on the first floor near the main entrance of Chicago Circle Center. Persons seeking a roommate, with or without an apartment, are urged to advertise on this bulletin board. Forms for this purpose and nondiscrimination pledges may be obtained in 704 CCC and must be completed before the notices may be posted by Auxiliary Services.

Want-a-ride and want-a-rider notices by persons seeking rides or riders for commuting or traveling are posted on the Auxiliary Services bulletin board. Cards for posting are furnished, and the notices are posted, by Auxiliary Services, 704 CCC.

Jane Addams Hull-House, the interior restored as it was when occupied by Jane Addams, and the Residents' Dining Hall, added in 1905, are open to the public. Call 996-2793 for information.

Lockers. Any student or faculty member may claim, and attach his own lock to, any unoccupied locker (available in most classroom buildings) during the academic year. Contents and lock must be removed when the occupant leaves the University or not later than the end of summer session of each year. The University is not responsible for contents, theft, or loss.

For assistance in removing malfunctioning locks or for information, consult Auxiliary Services, 704 CCC, 996-5058.

Parking. Students who drive to the University may use a daily-fee parking lot or may purchase a key card for the academic year.

Coin-operated lots are available for \$1.25 per entry. Annual registration decals are required and are available at the University Parking Office, 704 CCC, free of charge. The four daily-fee lots are: Lot 4—Polk and Halsted, Lot 5A—Morgan and Taylor, Lot 6—Halsted north of Roosevelt, and Lot 40—garage on Harrison between Racine and Morgan.

Purchase of a key card assignment allows unlimited entries to a specific parking lot. Assignments are valid for the academic year. The fee of \$30 per quarter is paid with tuition and fees each quarter. See the registration information letter each quarter for more parking information, or call 996-5053.

Photo-ID Cards. Students must have a UICC photo-ID card to withdraw books from the University library, to establish a charge account in the University Bookstore, to cash personal checks at the Chicago Circle Center cashier, and to use for general identification. To obtain a photo-ID card, bring your current Registration Fee Receipt Card (no. 7 card) and proof of birthdate (drivers license, for example) to 704 CCC. The ID card serves as the permanent identification for each student and is replaced only if lost or stolen. There is a fee for replacement. Call 996-5353 for additional information.

The **Public Functions Office**, offers assistance in the coordination and planning of special functions. It coordinates all University space reservation offices and food service, arranges for audiovisual needs, prepares name badges, assists in securing temporary housing for visiting speakers and guests, and provides additional staff for registration, security, parking, and other directly related needs or require-

ments of particular events. For further information, call 996-5055.

Travel Agency. Hobbit Travel, 200C CCC, maintains a full-time travel service for students, faculty, and staff. The agency issues tickets for all airlines, railroads, and steamship companies and makes hotel and rental car reservations and bookings on charter flights and group tours. Of special interest to students are vacation programs between terms in winter, spring, and summer, including package trips to resort areas and student charters to Europe. Notices are posted in all public areas for special University trips. Call 996-4488 for additional information.

Chicago Circle Center

Chicago Circle Center, 750 South Halsted Street, is the hub of campus activities. It houses recreational facilities, food services, lounges, the main bookstore, and meeting rooms for campus and community functions. Student organization offices, Auxiliary Services, and CCC administrative offices are all located in the Center. Call 996-2626 for hours.

The Chicago Circle Center Board operates in an advisory capacity to the director of the Center and to the Chancellor. It is made up of thirteen elected/appointed students, five faculty members, and one staff member. The board welcomes suggestions for improvement of Center services. Suggestions should be given to the director, 231 CCC, or to the Program Department staff, 300 CCC. The board secretary, 300 CCC, has information about the scheduling of board meetings.

The **A. Montgomery Ward Art Gallery**, second floor, CCC north wing, offers exhibits and displays. The Craft Workshop, 234 CCC, is responsible for selecting and scheduling exhibits. For further information, call 996-8622.

The **Barber Shop**, ground floor, CCC south recreation wing, is open Monday-Friday. For appointments call 996-8623.

The **Bookstore**, CCC ground level, stocks new and used textbooks; a complete selection of supplies; items needed for special course requirements; supplementary texts, guides, and workbooks; and a large selection of general books for light reading. For information call 996-2651.

Other stores on campus are: the **Supply Center**, B97 BSB, 996-4670 (classroom supplies and sundries); the **Candy Store**, UH main lobby, 996-4612 (candy, popcorn, newspapers, and cigarettes); and the **Mart**, SES second-floor mezzanine, 996-4669 (sundries, cigarettes, newspapers, miscellaneous supplies and equipment, and clothing for physical education classes).

Bulletin Boards are located throughout the Center. Notices and posters are posted by the Craft Workshop. The maximum size for posting is 17 x 22 inches. For further information about posting publicity, visit the Craft Workshop, 234 CCC, or call 996-2645. Areas for posting personal notices and messages are available in the Center, with space the only limitation. Call 996-2645 for more information.

The **Cashier's Window and Ticket Office**, main lobby, CCC second floor, cashes first-endorsement checks up to \$25

upon presentation of a current photo-ID card and Registration Fee Receipt Card (no. 7 card). The cashier also sells money orders and tickets for University-sponsored events.

The **Commuter Lounge**, eighth floor, CCC north wing, is served by Educational Assistance Program staff members who offer free tutoring.

The **Craft Workshop**, 234 CCC, offers equipment and instruction in ceramics, pottery, woodworking, leather working, drawing, metalworking, painting, graphics, and photography. Minimal charges are made for material. For information call 996-8622.

Displays and Exhibits. Space for small exhibits is available in glass cases in the A. Montgomery Ward Lounge, second floor, CCC north wing. Large exhibits are held in the A. Montgomery Ward Art Gallery, also on the second floor. Space in both areas is scheduled through the Craft Workshop, 234 CCC, 996-8622.

The **Faculty and Staff Lounge**, third floor, CCC north low-rise (adjacent to the Cardinal Room), is open Monday-Friday.

The **Lost and Found**, 236 CCC, is on the west side of the south recreation wing, just off the Recreation Office.

The **Main Lounge** (also referred to as the **A. Montgomery Ward Lounge**) is a student lounge on the second floor, CCC north wing.

The **Main Newsstand**, main lobby, CCC second floor, sells candy, cigarettes, newspapers, and magazines. Its hours of operation are posted at the entry.

The **Music Lounge and Television Rooms** are on the fourth floor, CCC north wing. Stereo headsets may be checked out for listening to requested music.

The **Nap Lounge**, CCC fourth floor, is specially designed for peace and quiet. Lockers are provided for storing belongings while you nap. An attendant is always on hand to wake you at the time you specify.

For information about **notary public services**, inquire at the reception desk of the administrative offices, CCC, second floor, or call 996-2630. Free notary public services are also available in Student Affairs, 809 UH.

The **Postal Service**, CCC ground level (CCC concourse), vends stamps and provides self-service parcel-post mail facilities.

The **Program Department** sponsors student-oriented programs and activities, ranging from rock concerts to poetry readings, film series to contemporary speakers. Your involvement and participation are encouraged. Please visit 300 CCC to meet members of the staff, who will welcome suggestions for all-campus programs.

Food Service

The **Cafeteria**, ground floor, CCC north wing, serves complete meals, sandwiches, and snacks.

The **Pier Room**, off the main lobby, CCC second floor, serves complete breakfasts, grill and fountain items, sand-

wiches, and snacks. Vending machines operate during scheduled building hours.

The **Cardinal Room**, CCC third floor, serves meals, sandwiches, and snacks.

Great Circle Hall, CCC second floor, serves light snacks and refreshments.

Additional food service facilities are located on the first floor, BSB, and on the first floor, SES.

Catering. All events involving food or refreshments must be arranged through the Food Service. Arrangements for catering cannot be made until space has been reserved for the event.

Hospital-Medical-Surgical Insurance Program

Each enrolled student is required to participate in the University's student insurance program unless proof of equivalent health insurance coverage is furnished. Petitions for exemption from the hospital-medical-surgical insurance fee are available at in-person registration or from the Insurance Office. They must be returned to the Insurance Office prior to the tenth day of instruction of the applicable term.

A student insured under the program the previous quarter may elect to continue coverage for the summer session, an approved off-quarter vacation, or one term immediately following graduation. Coverage for a dependent spouse and/or child(ren) under age 19 is also available. Application and payment of premium must be made at the Insurance Office prior to the tenth day of instruction of the applicable term.

You may obtain a detailed description of the program and additional information, advice, and personal assistance from the Insurance Office, 1219 UH, 996-2870.

Libraries

The **Chicago Circle libraries** hold more than 700,000 volumes (monographs, bound journals, documents, maps, microforms, and manuscripts) and subscribe to more than 8,000 general, scholarly, and technical journals in support of the various academic programs of the University. The departments and services of the libraries are described in a series of leaflets that give greater detail about each of them than is possible here and are available at all the service points in the libraries.

The **University identification cards**—the photo-ID and the **Registration Fee Receipt Card** (no. 7 card)—are the official library cards, both of which must be presented when material is withdrawn. The automated circulation system requires the use of the photo-ID card with the barcoded label when charging materials for outside use. (See "Auxiliary Services, Photo-ID Cards.")

Main Library

Hours during which the Main Library is open are posted in the entrance lobbies on the first and second floors.

The **Main Library** houses all the materials in support of work in the humanities, social sciences, and engineering,

as well as a growing collection of mathematics books related to the social sciences and engineering.

The following special collections and services are also in the Main Library:

The **Audio Center**, fourth floor center, maintains a collection of recordings and tapes for a variety of areas, but essentially for music. Facilities are available for individual and group listening.

The **Circulation Department**, second floor south, maintains an open-shelf collection of books that may be borrowed for varying periods of time. Unlimited renewals are permitted unless the book is needed by another reader. A fine of 15 cents per book per day is charged for overdue books. If you lose a book, report it immediately to avoid accumulating excess charges. If you don't find it within a reasonable time, you will be billed for the cost of the book, a \$5 processing fee, and the accrued fines.

The **Curriculum Library**, second floor center, maintains and circulates a laboratory collection of curriculum guides, textbooks, juvenile literature, standardized tests, games, kits, and simulations useful to prospective teachers. Hours are posted in the Curriculum Library.

The **Documents Department**, third floor center, is a depository for federal and state documents, maintains a collection of municipal documents, and holds United Nations publications and the British Parliamentary Papers. Obtain assistance in the use and circulation of documents from the staff at the Documents Desk.

The **Map Section**, third floor south, houses a collection of United States Geological Survey and Army Topographic Command maps as well as collections of topographical and topical maps that give worldwide coverage. The Map Office provides reference assistance and circulates maps under a varied policy.

The **Manuscript Collection**, basement, is made up of the Manuscripts Section, which includes the papers of individuals and organizations active in the social welfare and the religious, ethnic, political, cultural, and financial history of Chicago since 1871, and the University Archives, which contain the historical records of the University and its offices and organizations.

The **Periodicals-Microforms Desk**, second floor south, is responsible for information about, and maintenance and circulation of, all periodicals, newspapers, microforms, and college catalogs in the general collections.

Photocopy Service, second floor southeast, Room 2-210, provides copy service at 15 cents per copy, Monday-Friday. Self-service copy machines, at 10 cents per copy, are located on all floors of the Main Library, and also in the Science and Math Libraries.

The **Rare Book Room**, third floor south, houses the rare and special book collections that require particular care and handling. While primarily literary and historical in nature, they include some architectural, philosophical, and scientific material. An author-title catalog of holdings is available in the room. Materials do not circulate and must be used in the room.

The **Reference Desk**, second floor north, provides reference services to assist students in using the resources of the library effectively. Ask for help in using the card catalog, reference books, and periodical indexes and in finding materials for assignments, term papers, and personal interest.

The **Reserve Desk**, first floor center, houses the required readings for class assignments. These circulate for limited periods during the day and for overnight use. A fine of 50 cents for the first hour and 25 cents for each additional hour is charged for overdue material.

Science Library

The Science Library, 3500 SES, houses materials in astronomy, biological sciences, chemistry, geological sciences, and physics. Circulation policies are the same as those of the Main Library except that faculty and students may borrow bound journals for 24 hours and noncurrent unbound journals for overnight. Reserve materials in the areas served by the library are shelved here.

Math Library

The Math Library, 430 SEO, houses the major portion of the library's collection on mathematics. The circulation policies are the same as those of the Main Library. Reserve materials for all mathematics courses are shelved here. Since the Math Library does not offer complex reference services, you are advised to use the reference services in the Main and or Science Libraries.

Hull-House Library

This library houses the books and manuscripts relating to Miss Addams, Hull-House, and the residents and programs associated with this historic social settlement.

Additional Resources

Access to the resources of the library at Urbana-Champaign is possible through the use of the microfilm copy of its catalog located between the card catalog and the reference desk on the second floor of the Library. This catalog lists the entire holdings of the UIUC library by author, title, and subject in one alphabet. Titles located in this catalog may be requested from UIUC through the circulation desk.

As a member of the Chicago Academic Library Council, UICC participates in its reciprocal borrowing program. This provides for direct borrowing from six Chicago-area institutions: Chicago State, Governors State, Northeastern Illinois, De Paul, Roosevelt, and Illinois Institute of Technology. Materials are borrowed from these institutions under the regulations established by them and are returned directly to the library from which borrowed. Chicago Circle students may borrow from these libraries upon presentation of a valid and current photo-ID card and Registration Fee Receipt Card (no. 7 card).

Office of Public Information

The Office of Public Information, 2632 UH, 996-3456, serves as the University's official source of information in contacts with the news media: wire and news services, newspapers, television and radio stations, magazines, and the professional press. The office services the media with news developments and feature articles associated with the University and its staff, faculty, and students. The staff also serve as consultants and assist those who wish to avail themselves of those public relations services.

Office of Student Affairs



Directory

Office of Dean, 809 UH, 996-3100

Office of Associate Dean, 809 UH, 996-3100

Offices of Assistant Deans, 809 UH, 996-3100

Career Placement Services, 106 RRB, 996-2300

Early Career Planning, 1007 UH, 996-3491

Financial Aid, 1308 UH, 996-3126

Foreign Student-Staff Affairs, 808 UH, 996-3121

Health Service, 11th Fl., UH, 996-3388

Organizations and Activities, 712 CCC, 996-4500

Speech and Hearing Clinic, 202 GH, 996-3186

Student Counseling Service, 1007 UH, 996-3491

Student Job Center, 1301 UH, 996-3130

**Veterans Certification and Information, 809 UH,
996-3100/5141**

Dean of Student Affairs

The dean of student affairs, 809 UH, Ext. 3100, a major officer of the University, participates in the formulation of policy that governs student campus activities and maintains close liaison with student governing bodies, student publications, and other student organizations and with the Senate Committee on Student Affairs and the Student Judiciary Committee of the Senate.

The dean is also responsible for coordinating the activities and functions of the associate and assistant deans, Career Placement Services, disabled students assistance, Financial Aid, Foreign Student-Staff Affairs, the Health Service, Organizations and Activities, the Speech and Hearing Clinic, the Student Counseling Service, the Student Job Center, and veterans certification and information. The Office of the Dean of Student Affairs and the foregoing offices are the principal points of contact between the individual student, student organizations, and the University administration. A variety of student concerns relating to adjustment to the University, peer relationships, extracurricular activities, relationships with the colleges, University security, confidentiality of student records, and any other administrative unit or agency may be resolved with the help of Student Affairs personnel.

Associate Dean/Assistant Deans of Student Affairs

The associate and assistant deans, 809 UH, Ext. 3100/3101/3102, provide general counseling and advising for students with personal, academic, and social problems. In their ombudsman role, the deans can often help solve bureaucratic problems. Emergency financial assistance (petty cash or short-term loans, for example), withdrawal interviews, tutoring services liaison, notary public services, certification of grades for auto insurance discounts, and completion of transfer-recommendation forms from other colleges and universities are functions carried out by these deans. Emergency messages to students and notification of extended absences from class are channeled through these offices.

Services of the associate and assistant deans are available to parents, faculty members, and others who make inquiries concerning students.

Career Placement Services

The aims of Career Placement Services, 106 RRB, 996-2300, are: (1) to assist the University graduate in making a wise and responsible choice of a career that will bring him the greatest satisfaction, (2) to eliminate wasteful turnover, and (3) to assist the graduate in achieving the most fruitful long-term investment of his talents for himself, his employer, and society.

Seniors and graduate students are entitled to assistance from this office in determining vocational objectives, choosing careers, and finding permanent employment. Graduating seniors and graduate students are encouraged to register at Career Placement Services for aid in approaching firms, government agencies, and nonprofit organizations whose representatives visit Chicago Circle during

the fall, winter, spring, and summer terms. Career Placement Services also serves prospective graduates by making available lists of employment opportunities, directories, assistance in communicating with potential employers, and vocational counseling. In addition, an up-to-date career library is maintained.

Seniors majoring in teacher education should register with this office one quarter prior to student teaching. Those students teaching during the spring term are encouraged to register during the prior fall quarter.

All seniors receive notices of the availability of placement services by mail. However, these seniors need not wait until they are urged to register; any senior who will be granted a degree within one year may call or come to the office for information about beginning a career. Students should start career planning early in their last year at the University in order to be available for interviews throughout the year (the bulk of on-campus recruiting is usually completed before Easter).

The Alumni Career Center has been established by the University of Illinois to serve graduates of all of the University of Illinois campuses. The office is adjacent to the Career Placement Services offices.

Disabled Students Assistance

Students with physical handicaps are encouraged to obtain from the coordinator of services to the disabled, 996-3491, in the Student Counseling Service (reception desk, 1007 UH), a copy of the *Chicago Circle Guide and Directory of Services for Disabled Students, Faculty, Staff, and Visitors*. In certain instances, priority registration can be arranged, change of classrooms effected, and other assistance rendered.

Foreign Student-Staff Affairs

The Office of Foreign Student-Staff Affairs, 808 UH, 996-3121, provides services, with other University agencies, to prospective and enrolled foreign-born students to help them relate to the American community, a new educational system, the University, and their fellow students. To achieve these goals the office maintains these services: testing in English and in other areas to determine the readiness of a foreign-born student for course work; advising on academic programs and financial problems; planning of on- and off-campus cross-cultural activities for foreign-born students; counseling for foreign-born students on scholastic, social, and personal problems; providing of information and services in connection with the United States Immigration and Naturalization Service for all foreign-born persons on campus, including academic and nonacademic personnel.

Health Service

The Health Service, 11th floor, UH, 996-3388, a fully staffed medical and mental health unit, offers on an out-patient basis a wide range of services that include preventive measures and comprehensive medical and mental examinations and evaluations with treatment. Complete laboratory and X-ray facilities are available.

Please come to the Health Service in order to familiarize yourself with its facilities. When the Health Service is not open, patients are referred to the emergency room of the University Hospital.

The cost of most medical expenses that cannot be assumed by the Health Service is covered by student health insurance (see "Hospital-Medical-Surgical Insurance").

Organizations and Activities

The Office of Organizations and Activities, 712 CCC, 996-4500, advises more than 190 registered student organizations. It provides assistance in organizational registration, structure, financial operations, space reservation, event-planning, record-keeping, and publicity. If you wish to join any of the various organizations, you will find information on the purpose, activities, membership requirements, and persons to consult available in the Office of Organizations and Activities. If you wish to form new organizations, you will be assisted by the office staff.

The office also administers the Activities Center, 303 CCC, which provides work space, typewriters, postage metering, and various duplicating services to registered student organizations. Supplies are available at cost. There is a minimal service charge for use of these services. For information consult the Office of Organizations and Activities.

Speech and Hearing Clinic

The Speech and Hearing Clinic, 202 GH, 996-3186, provides free services for hearing testing, diagnostic speech and voice evaluations, and correction of speech problems. Students who want assistance in correcting voice and articulation problems or speech and language difficulties associated with hearing loss may avail themselves of these services.

Student Counseling Service

By providing personal counseling, specialized group services, career planning, and psychological testing, the Student Counseling Service, 1007 UH, Ext. 3491, aims to foster the educational, vocational, and personal development of the student so that maximum benefits may be obtained from educational experiences. You may use any of these services whenever the need arises.

Personal counseling is offered on either an individual or a group basis to any student who seeks help in working through personal concerns and problems and in developing a positive, realistic self-image.

Educational and vocational counseling are available to students who may be uncertain about their choice of college, major, or graduate or professional college or who wish to develop and assess their career plans.

Group services of considerable variety are provided for students who wish to improve reading comprehension and speed, establish better study methods, analyze and improve test-taking skills, develop increased facility in vocabulary usage at different levels of communication, or define educational and career plans.

Individual and group tests are offered to registered students in support of educational, career, and personal counseling. In addition, students interested in taking various national examinations for admission to graduate and professional colleges, the GRE, MCAT, LSAT, for example, may wish to consult with the Student Counseling Service.

The **Early Career Planning Program** is open to all incoming students and assists them in clarifying their career and occupational goals. Career interest and educational tests are given during a group-testing session. A counseling appointment is then arranged to encourage students to develop career choices and future plans and to explore career information source material. The program is offered to help new students determine which college and curriculum of the University would best meet their educational needs. A general orientation to the University is provided and ways to get the most out of the University experience are discussed.

Student Job Center

The Student Job Center, 1301 UH, 996-3130, a division of the Office of Financial Aid, has listings of part-time on- and off-campus jobs. However, the Student Job Center does not list graduate teaching or research appointments.

Regular Student Employment Program. Any student enrolled for 8 or more quarter hours of credit may apply for a campus job (the credit-hour requirement is a University civil service rule). Students may work up to 20 hours per week when classes are in session and up to 37.5 hours per week during the interval between terms, at the discretion of the department in which they are employed. Campus wage scales currently range between \$2.65 and \$4.90 per hour for nearly all positions but are responsive to federal minimum wage guidelines.

College Work-Study Program. The College Work-Study Program (CWSP) is federally funded, and eligible students are authorized to earn fixed amounts each term on the basis of financial need, as determined by the Office of Financial Aid. When students have been awarded CWSP funds, they apply through the Job Center for jobs both on- and off-campus. Students may work up to 20 hours per week when classes are in session, if their CWSP award permits, and up to 40 hours per week during intervals between terms, if their CWSP award permits. Under no circumstances may students earn more than the maximum amount of their award.

Listings for Off-Campus Jobs with Private Businesses or Industry. Wage rates may be established by the employer, as are work schedules.

Veterans Certification and Information

The Office of Student Affairs, 809 UH, 996-3100/5141, provides various services to students and prospective students who are veterans in an attempt to ease the transition from military to civilian life. Services include certification of eligible veterans for GI Bill benefits and personal and financial counseling.

Honorary Societies



Alpha Lambda Delta

Founded in 1924 at the University of Illinois at Urbana, this honorary society, which recognizes academic excellence in freshmen, has grown into a national organization with more than 190 chapters throughout the United States. The Chicago Circle chapter has been in existence since 1965.

A student may qualify for membership in any term, so long as he or she has entered the term with no more than 44 quarter hours of credit, is registered for a minimum of 12 quarter hours, and completes the term with a cumulative grade point average of at least 4.50 (A=5.00). Fewer than 10 percent of freshmen become eligible for Alpha Lambda Delta.

The local chapter offers a tutoring service for other Chicago Circle students. Members are encouraged to offer their services to this program.

Members of Alpha Lambda Delta who graduate with at least a 4.50 grade point average are eligible to apply for one of ten graduate fellowships offered annually by the National Council. Each worth \$2,000, these fellowships are good for one year of graduate study.

For further information about membership or fellowships, visit the Office of the Associate Dean of Student Affairs, 827 UH.

Beta Gamma Sigma

This national honorary society for business administration students was founded February 26, 1913, with chapters at the Universities of Illinois at Urbana, California, and Wisconsin. Today there are more than seventy chapters in schools and colleges throughout the country. Membership is limited to outstanding men and women students who rank in the upper 5 percent of the junior class or the upper 10 percent of the senior class and who give promise of success in the field of business. It is a *signal honor*. Students who qualify should consult the College of Business Administration, 2424 UH.

Edmund J. James Scholars Program

Students chosen to participate in this University-wide honors program are designated as Edmund J. James Scholars in honor of one of the University's distinguished scholars-presidents. Entering freshmen are selected on the basis of high school rank, test scores, and high school recommendation. Both resident and transfer students are selected on the basis of grade point average and faculty recommendations. Between 3 and 5 percent of the student body are designated Edmund J. James Scholars.

Phi Beta Kappa

The Iota of Illinois Chapter of Phi Beta Kappa was granted its charter in December 1976. A constituent part of the national society, which was founded 200 years ago and which remains the oldest academic honorary fraternity in the nation, it serves to identify and reward UICC undergraduate students who have demonstrated outstanding scholastic ability and performance. Members-in-course are elected

each spring from graduating seniors and from graduates in the preceding summer session and fall and winter quarters. Occasionally, students are elected in their junior year. Election to Phi Beta Kappa, which is for life, entitles members to an official membership certificate and the privilege of wearing the Phi Beta Kappa key.

Students do not apply for election to Phi Beta Kappa. They are invited to accept election by action of a nominating committee and the full resident membership of the chapter. To qualify for election, students must be pursuing humanistic studies (majors in the College of Liberal Arts and Sciences), must be earning an undergraduate degree, must have spent (by the time they graduate) at least two years at UICC, and must have had somewhere in their academic career a significant exposure to mathematics and foreign languages. To qualify for election, seniors must have a total cumulative grade point average of at least 4.50 (A=5.00); juniors, a grade point average of at least 4.85. In practice, from 1 to 3 percent of the LAS graduating class may be selected for membership each spring.

For further information, consult the chapter secretary, Robert J. Adelsperger, 3-220 LIB, 996-2756.

Phi Eta Sigma

Founded at the University of Illinois in 1923, this national honorary society was established to encourage and reward high scholastic achievement among freshmen men. Membership is open to freshmen men and women who achieve at least a 4.50 (A=5.00) average for 12 or more hours of work in the first quarter of the freshman year, or at least a 4.50 cumulative average for the first 30 quarter hours of the freshman year.

Phi Eta Sigma cooperates in several activities each year, the most important of which are the tutorial program, the distribution to incoming freshmen of the pamphlet *Hints on How to Study*, and participation in the New-Student Orientation Program and in many other activities relevant to the entire University community.

Scholarships are awarded annually by the National Grand Chapter to members of Phi Eta Sigma for the first year of graduate work. Further information may be obtained from the Office of the Assistant Dean of Student Affairs, 822 UH.

Phi Kappa Phi

Phi Kappa Phi is a national honorary society recognizing scholastic achievement in all fields of study. Founded in 1897, the society now has more than 150 chapters; the UICC chapter was installed in May 1973.

Membership is elective, based on nominations by the deans of the colleges. To be eligible, juniors must have a total of 108 graded quarter hours with a grade point average of 4.75 (A=5.00) for both UICC and transfer credit; a minimum of 45 of these graded hours must have been earned at UICC. Seniors must have at least 135 graded quarter hours, with a minimum of 45 earned at UICC, and a grade point average of at least 4.50 for both UICC and transfer credit.

Each chapter is allowed to nominate one member for a graduate fellowship each year. Approximately twenty fellowships are granted by the society each year. For further details, consult the chapter secretary, Wade Freeman, 350 UH, 996-3366.

Special Programs



Educational Assistance Program

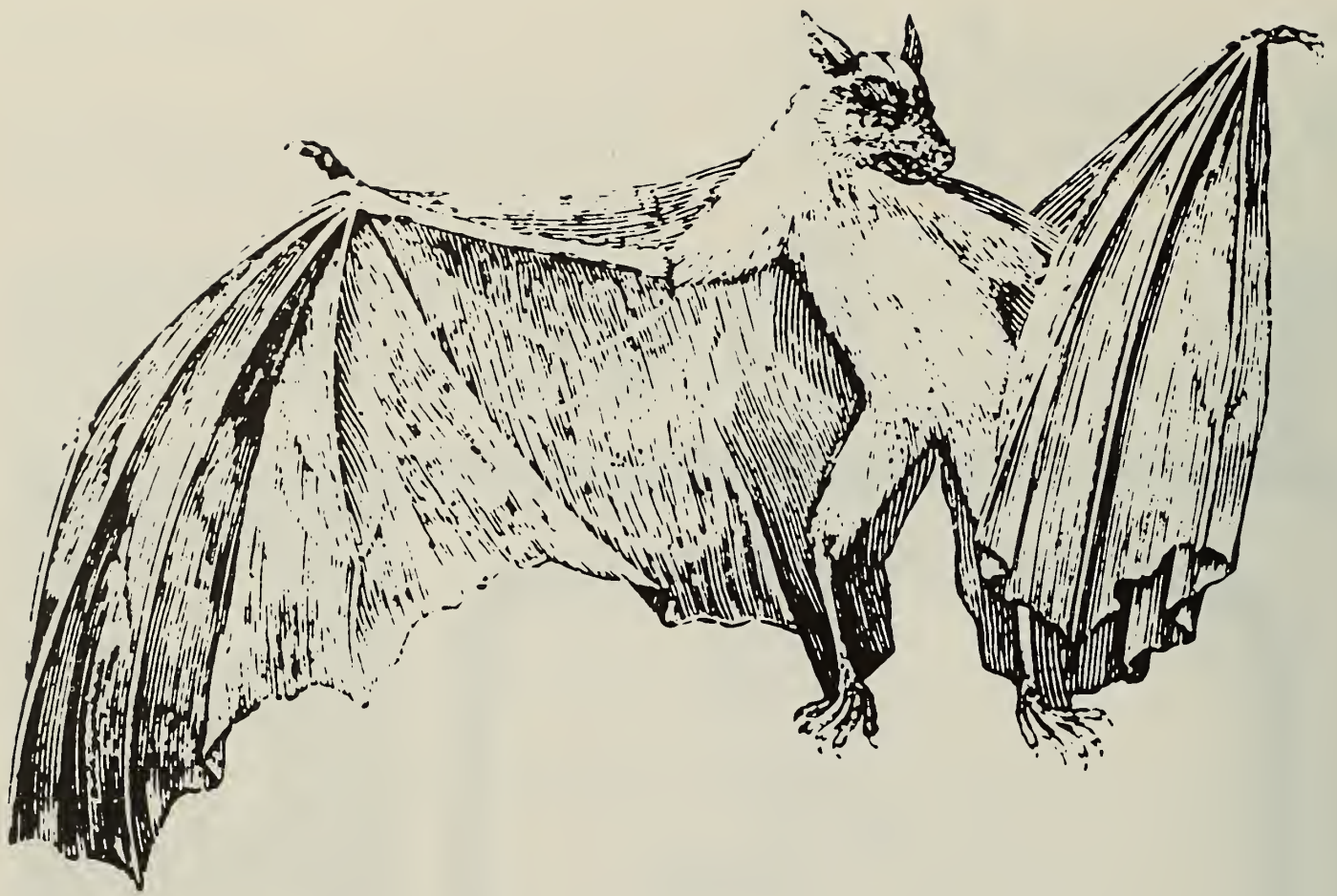
The Educational Assistance Program (EAP), 1234 SEO, 996-5040, is a multi-ethnic recruiting and supportive services program established in response to the particular academic and financial needs of inner-city students.

Latin American Recruitment and Educational Services Program

The Latin American Recruitment and Educational Services Program (LARES), 1828 UH, 996-3356, recruits and works with Latino students and provides counseling, information on financial aid, tutoring, and other supportive services in a Latin American cultural milieu.

Native American Program

Geared specifically to the needs of Native American students, the Native American Program (NAP), 3448 ECB, 996-4515, provides advising and personal counseling services, special courses for students with inadequate high school preparation, tutoring, help in securing financial aid, and interaction with the Indian community.



Policies and Regulations

Individual Absences

Your responsibility for attending classes is constant even though your participation in events, recognized organizations, and activities might entail absences from classes. You are always responsible for explaining absences. Excessive absences from classes may be reported to the dean of the college in which you are enrolled, and an explanation may be necessary to clarify your status in the University.

Excused absences are not given by anyone in the University; all absences must be explained to the instructor if an explanation is requested. If you are absent because of extended illness (more than two days), telephone the Office of the Associate Dean of Student Affairs, 996-3100, or the Office of the Assistant Dean of Student Affairs, 996-3100, to report the problem. Either dean will then notify your individual instructors and college office, so that you may arrange to make up missed work. It is your responsibility to follow up on the extended-absence notices sent to the instructors.

Release of Information Pertaining to Students

Your name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if you are a member of an athletics team), dates of attendance, degrees and awards received, most recent educational agency or institution attended, and class level are considered public information and will be furnished without your authorization. With the exception of those student addresses and telephone numbers published in a directory available to the public, great care will be taken to identify originators of telephone requests for information about students. Where possible, these requests should be submitted in writing. You may request that any or all such information not be released without your prior consent by submitting a written request to the director of the Office of Admissions and Records on or before the tenth day of each academic term.

For the full University policy on release of student information and confidentiality of records, refer to the *UICC Journal* for March 9, 1977, on file in the Office of Student Affairs, 809 UH.

Refunds

Withdrawal from the University. Withdrawal within the first ten days of instruction in the quarter or the first five days of instruction in the summer session results in a refund of tuition and fees, less a nonrefundable charge amounting to one-half the service fee plus the hospital-medical-surgical insurance fee, or \$30, whichever is greater. If the hospital-medical-surgical insurance fee has been waived, the nonrefundable charge will be reduced by the amount of this fee. No refund is made for withdrawal after the tenth day of instruction in the quarter or the fifth day of instruction in the summer session. See the current Timetable, which specifies in the calendar the deadline date for refunds.

Withdrawal to Enter Military or Other National Defense Service. The following regulations apply to refunds:

1. If withdrawal occurs during the first five weeks of in-

struction, you are entitled to a full refund, less the hospital-medical-surgical insurance fee.

2. If withdrawal occurs during the sixth or eighth week (inclusive), you are entitled to a refund on one-half of tuition and fees less the hospital-medical-surgical insurance fee.

3. No refund is made after the eighth week.

Withdrawal from One or More Courses. If withdrawal from one or more courses results in reductions in your program to a lower assessment range, the full difference in tuition and fees from the higher to lower range is refunded. No refund is issued for withdrawal from courses after the tenth day of instruction in the quarter or the fifth day of instruction in the summer session.

Withdrawal by a Visitor. A full refund will be issued if the withdrawal is made within the first ten days of instruction in the quarter or the first five days of instruction in the summer session. Thereafter, no refunds are available.

Academic Drop. Students who are dropped from the University for poor scholarship receive a full refund of tuition and fees that may have been paid during advance enrollment for the subsequent term.

Cancellation of Advance Enrollment. Students cancelling their advance enrollment receive a full refund of tuition and fees. To cancel your advance enrollment, you must consult Records and Registration, Office of Admissions and Records, 1-120 LIB, 996-4384, prior to the first day of the term. Written requests for cancellation are preferred, but telephone calls are acceptable. Once classes have begun, you are not eligible to cancel your advance registration but may withdraw from the University.

Safety Regulations

1. Bicycles, motor scooters, and motorbikes are restricted to specified parking areas. (See *Parking and Traffic Regulations*, available in the University Parking Office, 704 CCC, 996-5053.) Riding these vehicles on campus is not allowed.

2. Ball-playing, Frisbee-throwing, and similar recreational activities should be confined to athletics fields.

3. Pets of any kind may not be brought to the campus. (Seeing Eye dogs are allowed.)

4. Smoking is prohibited in classrooms, laboratories, elevators, and areas identified by "No Smoking" signs. Smoking in buildings is permitted only where receptacles are provided.

5. Observance of posted campus safety signs and regulations is required.

Selling on Campus

Sales activities are prohibited on University property unless they are related to University business.

Use of University Cars

When the members of an organization or an activity take a trip in a University car, they must be accompanied by a member of the faculty or the staff.

To receive consideration to use a University car, the student representative of the organization must present to the director of organizations and activities a written request, signed by the faculty adviser and the appropriate student officer, containing detailed information about the extent and nature of the trip. If it is in accord with University policy, the director of organizations and activities will issue a Car Release Order and Mileage Report, to be presented to the Transportation Office, which will issue a car if one is available.

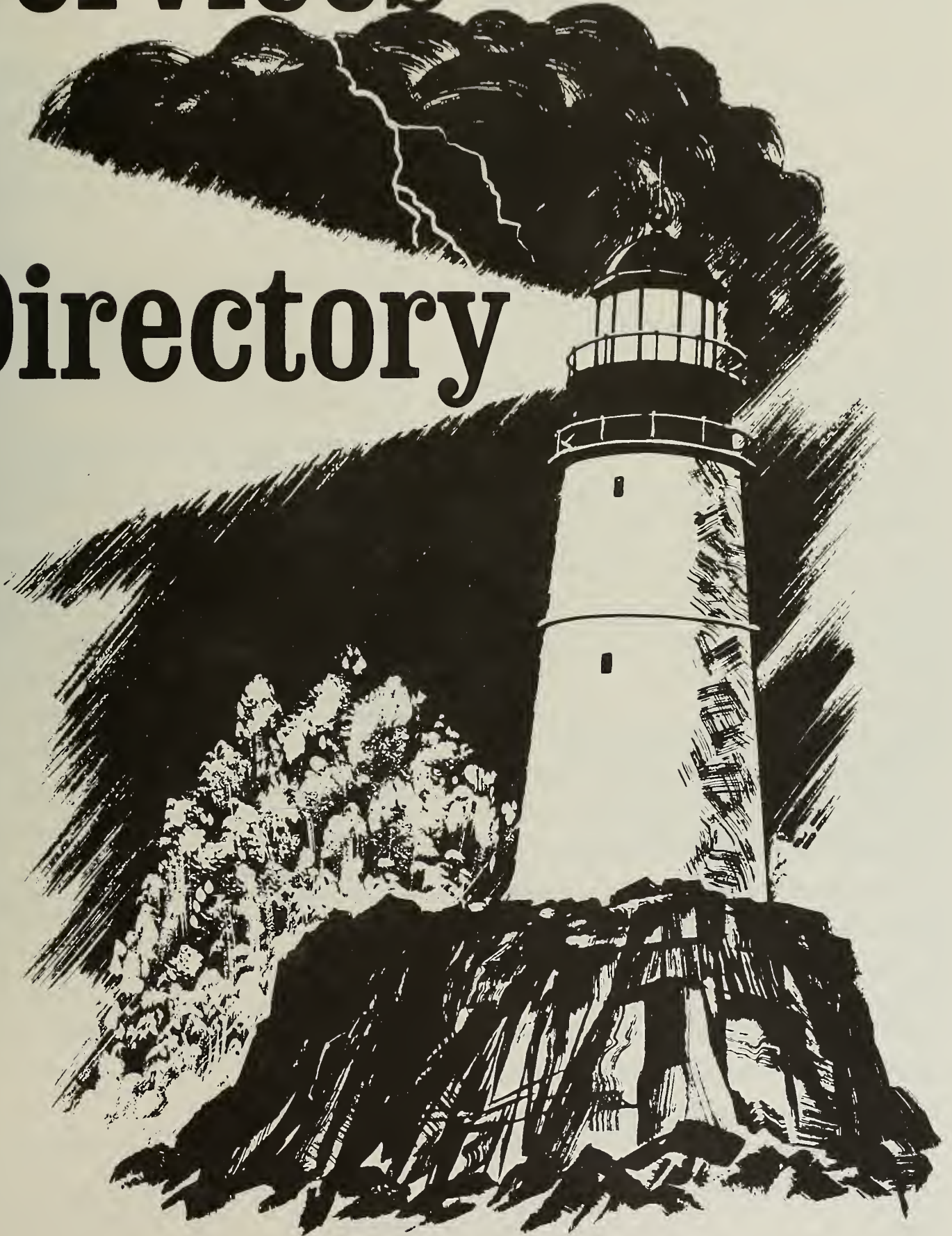
Withdrawal from the University

Withdrawal from the University is governed by specific regulations that you should observe to protect your academic standing. Failure to withdraw officially from the University results in a grade of E (failure) appearing on your record for each course in which you are registered. Students wishing to drop all the courses they are enrolled in should follow University withdrawal procedures. Information on specific procedures is available in the Office of Student Affairs and in the Timetable.



Services

Directory



This directory has been compiled to provide a quick reference to sources of information for answering many of the questions that students have. It is alphabetically arranged with resources indicated by abbreviations following the particular listing. The key located at the end of the directory should be consulted for complete office names, locations, and telephone numbers.

If satisfaction is not obtained through these listings, consult a Student Affairs dean.

	Person or Office
Problem, Information, or Assistance Regarding	
Absences	
class absence of 3 or more days	SA
from examinations	Instructor
Academic advisement. See Academic program.	
Academic honorary societies	
Alpha Lambda Delta	HP, SA
Beta Gamma Sigma (consult the College of Business Administration, 2424 UH)	HP
Phi Beta Kappa (consult Robert J. Adelsperger, 3-220 LIB, 996-2756)	HP
Phi Eta Sigma	HP, SA
Phi Kappa Phi (consult Wade Freeman, 350 UH, 996-3366)	HP
Academic problems	Instructor, CO, SA
Academic program	
advising—general	CO, DO
advising in major	DO
approval to register for extra hours	CO
Accidental injury	HS, POL
Activity Center (only for registered organizations and Program Department committees—addressographing, duplicating, postage metering)	AC
Activity sponsorship —assistance in forming committee or group to sponsor activity or event	PD
To add a course. See Courses.	CO, DO
Additional quarter hours, approval to register for	CO
Address, to report change of	OAR-R
Addressograph facilities (only for registered organizations and Program Department committees)	AC
Admission and readmission, applications for	OAR-A
Advanced standing —transcript evaluation for acceptable credit hours from other colleges and universities attended	OAR-R
Applications (for admission and readmission)	
graduate	OAR-A, DO, CO
undergraduate	OAR-A

Attendance verification or certification (as required by outside agencies)	OAR-R, SA
Books —textbooks (new, used) and other books	BK
Campus events	COM, TV
Career planning	
career counseling	CPS, SCS
career library	CPS, SCS
placement assistance	CPS
vocational interest and aptitude testing	SCS
Car pools	AS
Charter flights (overseas)	AS-T
Check-cashing	CW
Chicago Circle Center	CCC
Child care	ChC, PC
College change or transfer (within UICC)	CO
Composition skills, assistance with	WRC
Concurrent enrollment (at another university or college), approval for	CO
Correspondence courses, approval for registration in	CO
Counseling (personal, emotional, educational, career development, and others)	HS, SCS
Courses	
to add (LAS, Graduate College, and business administration students, see department office)	CO
correspondence, approval for registration in	CO
to drop (LAS, Graduate College, and business administration students, see department office)	CO
extra number of quarter hours, permission to register for	CO
graduate, undergraduate enrollment in	DO
honors sections	HP
interdisciplinary (CC 299—Contemporary Topics)	HP
recorded materials for	AIS
registration requiring consent of instructor	DO
to repeat, permission	CO
section changes (LAS, Graduate College, and business administration students, see department office)	CO
student-initiated	DO
Crafts (workshop and instruction in wood, leather, metal, ceramics, graphics, painting, photography)	CRW
Curriculum changes	CO
Day Care. See Child care.	
Degree requirements, periodic check of fulfillment of	CO
To drop a course. See Courses.	CO, DO
Drop rules	CO

Educational Assistance Program	EAP	Hearing —evaluations and assistance with difficulties arising from hearing loss	SHC
Emergency bulletins	COM, TV	Honorary societies. See Academic honorary societies	
Emergencies, medical	HS, POL	Honors courses	HP
Employment, student (part time and/or temporary)	SJC	Honors Credit Learning Agreements	HP
Employment, permanent (for those who have graduated or are in their last year)	CPS	Housing assistance in obtaining (apartment, room, and roommate listings)	AS-H
Events, planning of and assistance with	OA, PD	counseling on problems in finding and maintaining housing	SA
Examinations, absence from	Instructor	Illness	HS
Family problems —counseling and assistance	HS, SA, SCS	Also see Insurance.	
Fees deferment of information and advice	BO OAR-R	Immunizations	HS
Financial assistance general financial counseling	SA	Independent study	DO, HP
graduate financial assistance. See Graduate study financial assistance information.		Information, general	SA
grants	FA	Insurance good student certification for auto insurance	
loans	FA	discount	SA
scholarships	FA	Hospital-medical-surgical information and claims	IO
short-term assistance (personal loans of \$10 and higher, repayable within a few days or up to 6 weeks; occasional partial tuition loans for short periods)	SA	International Student ID Card	AS-T
work study	FA	James Scholar Program —information, eligibility	HP
Foreign students —information and counseling (personal and academic counseling; language testing; English evaluation; evaluation of abilities; employment, financial, and housing assistance; US immigration and naturalization information; legal status: border crossing; extension of stay)	FSSA	Language Laboratory —Information and telephone access	AIS
General events	COM	Loans. See Financial assistance.	
Grade-adjudication procedure	CO	Lockers—information	AS-L
Grade applications	OAR-A, CO, DO	Lost and Found	LF
Graduate courses, registration in by undergraduates	DO	Military Officers Education Program	MOEP
Graduate study financial assistance information (UICC and elsewhere)	HP, CO	Mental health	HS, SCS
assistantships	DO	Newspapers and magazines	SC, MRT, CDY, MN
fellowships	DO	Notary Public (free)	SA, CCC-B
tuition-and-fee waivers	DO	Organizations, student advice on forming and maintaining organizations	OA
Graduate petitions	DO	list of all registered organizations	OA
Graduate Traveling Scholar Program (CIC)	CO	regulations applying to student organizations	OA
Grants. See Financial assistance.		Parking information	AS-P
Grievances	SA	Pass-Fail option	CO
Gynecology clinic	HS	Personal and emotional problems	HS, SA, SCS
Health Service (accidents, health problems, illness, immunizations, medical emergencies, pregnancy, venereal disease, psychiatric services)	HS	Placement —job placement for senior and graduate students	CPS
		Placement tests (chemistry, mathematics, language, and others)	TS, DO
		Police (University)	POL

Postage service (stamps, scales, rate charts, etc.) (s. wing, grnd. fl.)	CCC	Transcripts sent from UICC	OAR-T
		sent to UICC for evaluation	OAR-A
Pregnancy—testing and counseling	HS		
Probation rules—academic	CO	Transfer credit, evaluation of equivalencies in major or minor fulfillment of college requirements	DO CO
Proficiency testings—English composition	TS		
Program changes (to add or drop courses) Also see Courses.	CO, DO	Travel—US and overseas tours and flights	AO, AS-T
Psychiatric services	HS	Tuition refunds	OAR-R
Psychological counseling	SCS	waivers. See Financial assistance	
Reading improvement (speed, vocabulary development, and other skills)	SCS	Tutoring services free (SA acts as liaison for student organizations volunteering such services)	SA DO
Readmission, application for	OAR-A	paid (available through some departments)	
Recreation facilities (bowling, billiards, swimming, table tennis, handball, weight lifting, exercise equipment, archery, fencing, basketball, volleyball)	RD	Venereal disease, testing and treatment for	HS
Registration information	OAR-R	Veterans services (personal and financial counseling and information)	SA
To repeat a course, permission	CO	Vocational counseling	SCS
Rides or riders wanted	AS	Vocational interest testing	TS
Room reservations buildings outside UICC (996-8787) CCC (996-2641)	CCC-B CCC-B	Withdrawal from the University	SA
ROTC	MOEP	Work-study information. See Financial assistance.	
Scholarships. See Financial assistance.			
Selective Service	SA		
Shuttle bus service (between UICC and UIMC)	996-2842		
Snow days	COM		
Speech problems (diagnosis, correction, voice evaluation)	SHC		
Stationery and supplies	BK, SC, MRT		
Student center	CCC		
Student Judiciary System	SA		
Study-Abroad—programs and opportunities	HP, LAS		
Study lounge	SL		
Study skills improvement, groups for	SCS		
Textbooks (new, used)	BK		
Tickets—campus events only	CW		
Tours—guided tours of campus	CT		

Key (For building names, see "Building Abbreviations," fac-
ing "Contents.")

AO—Alumni Office, 701 CCC, 996-8535
AC—Activity Center, 303 CCC, 996-4636
AIS—Audio-Information Service
Offices, 1234 ECB, 996-8836
Language Laboratory, 305 GH, 996-3380
AS—Auxiliary Services, 7th floor, CCC, 996-5058
AS-H—Auxiliary Services—Housing,
7th floor, CCC, 996-5055
AS-L—Auxiliary Services—Lockers,
7th floor, CCC, 996-5058
AS-P—Auxiliary Services—Parking,
7th floor, CCC, 996-5053
AS-T—Auxiliary Services—Travel Agency
(Hobbit Travel), 200C CCC, 996-4488
BK—Bookstore, ground level, CCC (center), 996-2655
BO—Business Office (accounts receivable),
415 UH, 996-8573
CCC—Chicago Circle Center
CCC-B—Chicago Circle Center Business Office,
2nd floor, CCC, 996-2626
CDY—Candy Counter, lobby, UH
ChC—Circle Children's Center, RRB, 996-8663
CO—College Offices
Architecture, Art, and Urban Sciences,
3100 A&A, 996-3351
Business Administration, 2424 UH, 996-4436
Education, 3145 ECB, 996-4532
Engineering, 123 SEO, 996-3463
Graduate College, 1523 UH, 996-3320

Health, Physical Education, and Recreation,
351 PEB, 996-2770

Liberal Arts and Sciences, 350 UH, 996-3366

Social Work, 4503 ECB, 996-3219

**COM—The Communicator, 996-5500 (to hear
information), 996-5055 (to list information)**

CPS—Career Placement Services, 106 RRB, 996-2300

**CRW—Craft Workshop,
234 CCC (south wing), 996-8622**

**CT—Campus Tours and Information, 705 CCC,
996-8686**

CW—Cashier, 2nd floor, CCC

**DO—Department and School Offices (See student
or staff telephone directory.)**

**EAP—Educational Assistance Program,
1234 SEO, 996-5040**

FA—Financial Aid, 13th floor, UH, 996-3126

**FSSA—Foreign Student-Staff Affairs,
808 UH, 996-3121**

HP—University Honors Programs, 218 SEO, 996-3453

HS—Health Service, 11th floor, UH, 996-3388

IO—Insurance Office, 1219 UH, 996-2870

**LAS—Liberal Arts and Sciences College Office,
350 UH, 996-3366**

LF—Lost and Found, 236 CCC, 996-2628

MN—Main Newsstand, 2nd floor, CCC

**MOEP—Military Officers Education Program,
712 SEO, 996-3451**

MRT—The Mart, 2nd floor, mezzanine, SES, 996-4669

OA—Organizations and Activities, 712 CCC, 996-4500

OAR—Admissions and Records, 1-120 LIB (south wing)

OAR-A—Admissions, 996-4350

OAR-R—Records and Registration, 996-4384

OAR-S—School/College Relations, 996-4388

OAR-T—Transcript Requests, 996-4384

**PC—Parents' Cooperative, 2nd floor, CCC
(south recreation wing), 996-2405**

PD—Program Department, 300 CCC, 996-2645

**POL—Police, University, Services Building,
1130 S. Morgan, 996-2830**

**RD—Recreation Desk, 238 CCC (south wing),
996-2649**

**SA—Student Affairs, 809 UH,
996-3100/3101/3102/5141**

SC—Supply Center, basement, BSB, 996-4670

SCS—Student Counseling Service, 1007 UH, 996-3491

SHC—Speech and Hearing Clinic, 202 GH, 996-3130

SJC—Student Job Center, 1301 UH, 996-3186

SL—Study Lounge, 341 CCC (south wing)

TS—Testing Service, 909 UH, 996-3477

TV—Closed-circuit TV

To present message, B-260 LIB, 996-2709

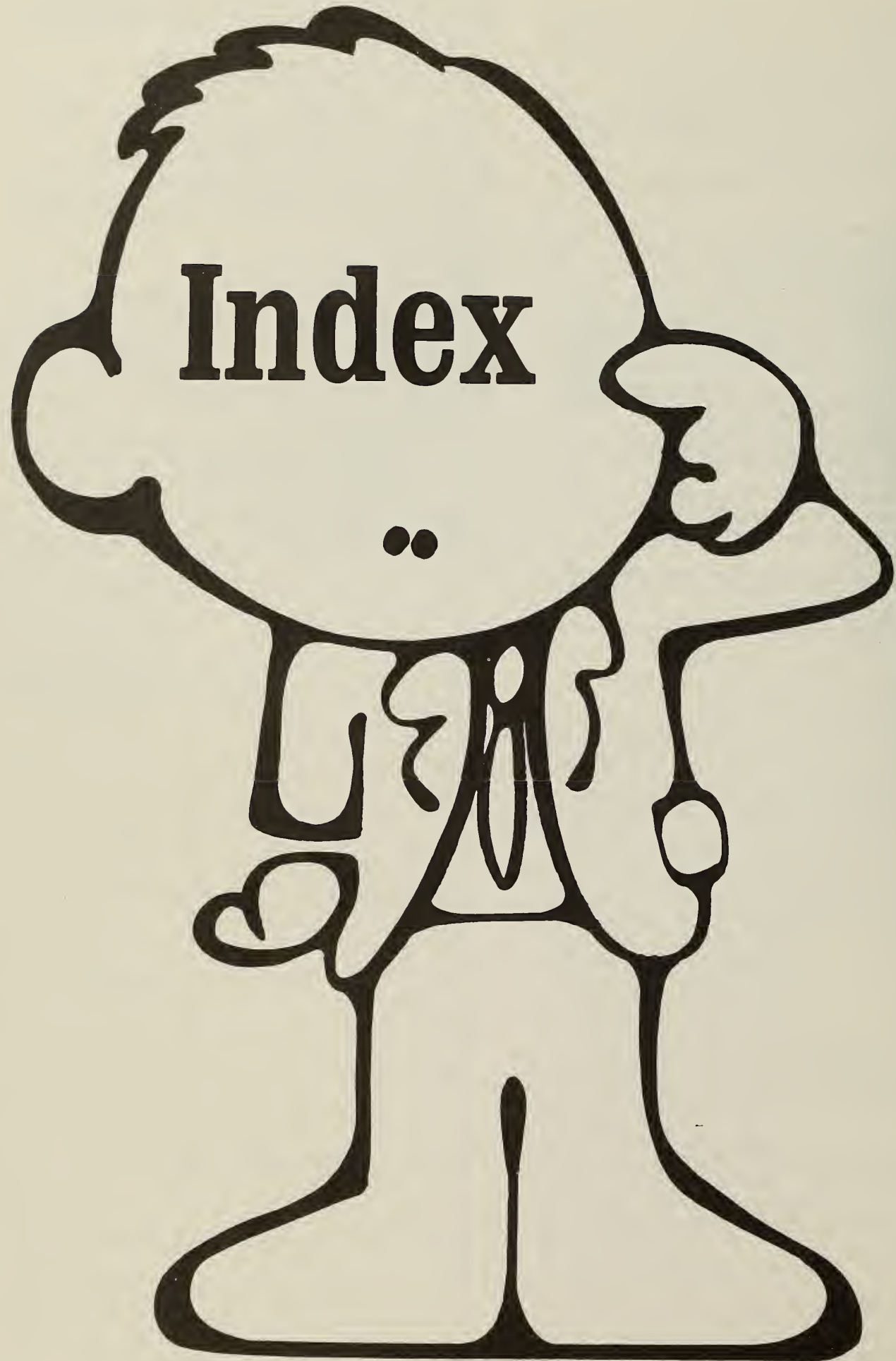
Monitors, lobbies of UH and LIB, 2nd floor, CCC,
Lecture Center A1

**VCI—Veterans certification and information,
809 UH, 996-3100/5141**

WRC—Writing Center, 107 AH, 996-2654

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